

Travel Expense Chart

Employee Name	Suzanne Brocklehurst	
Employee Title	Registrar	
Date of Travel	April 4-6, 2016	
Destination (s)	Washington D.C., USA	
Purpose	To attend IAPP conference	
Related Costs:		
Airfare	\$	532.11
Accommodation	\$	1,033.21
Meals	\$	14.82
Other transportation (taxi)	\$	161.88
Hospitality		
Other expenses (specify)		
Total:	\$	1,677.02

Amy Mayor

From: Air Canada <confirmation@aircanada.ca>
Sent: Tuesday, February 02, 2016 2:06 PM
To: Amy Mayor
Subject: Air Canada - 04-Apr: Toronto - Washington (booking ref: M728C5) - seat selected

***** PLEASE DO NOT REPLY TO THIS E-MAIL *****



Itinerary/Receipt

Your booking is confirmed. Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.

Scan the Barcode to check in at any Air Canada check in desk.



Opens in New Window

Access your personalized Air Canada travel information

[View your planner >](#)

Booking Information

Booking Reference: M728C5

Customer Care
Air Canada
1-888-247-2262
Flight Arrivals and Departures
1-888-422-7533

Electronic Ticketing confirmed. This is your official itinerary/receipt.

Main Contact:
Ms Suzanne Brocklehurst
amy.mayor@ipc.on.ca
Work: 1-416-3268743

Online Services

Manage my booking online (view/change my booking; select seats*).
Request an upgrade

Maple Leaf Lounge | Meal Vouchers | On My Way

Alert me of flight status changes directly to my mobile phone or email.

Flight Arrivals & Departures - check online if my flight is on time.

Check-in online and print my boarding pass.

* Can my booking be changed online?



Additional passenger information is required

Your current flight itinerary includes travel to a country that requires additional passenger information.

We strongly encourage you to provide this information ahead of time from the comfort of your home or office with our secure online form.

[Provide passenger information](#)

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC7616 ¹	Toronto, Pearson Int'l (YYZ) Mon 04-Apr 2016 10:45 - Terminal 1	Washington, R Reagan National (DCA) Mon 04-Apr 2016 12:11 - Terminal A	0	1hr26	E75	Tango, L	
AC7617 ¹	Washington, R Reagan National (DCA) Wed 06-Apr 2016 18:40 - Terminal A	Toronto, Pearson Int'l (YYZ) Wed 06-Apr 2016 20:06 - Terminal 1	0	1hr26	E75	Flex, V	

Operated by:

¹ Air Canada Express - Sky Regional

Passenger Information

1: Ms Suzanne Brocklehurst : Adult (16+), Ticket Number: 0142158309301

Frequent Flyer Prog: None Meal Preference: None
 Payment Card: xxxx-xxxx-xx Special Needs: None
 Seat Selection: AC7617 20D

Purchase Summary

Fare Summary

Passenger Type	Adult
Air Transportation Charges	
Departing Flight - Tango	117.00
Return Flight - Flex	253.00
Surcharges	15.00
Taxes, Fees and Charges	
Canada Airport Improvement Fee	25.00
U.S.A Transportation Tax	49.76
U.S Agriculture Fee	5.54
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	19.86
U.S Passenger Facility Charge	6.29
Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)	3.25
U.S.A Immigration User Fee	9.79
Air Travellers Security Charge (ATSC)	12.10
September 11 Security Fee	7.83
U.S. Federal Customs Fee	7.69
Total before options (per passenger)	532.11
Number of passengers	x 1
Total with options	532.11
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$532.11

Payment Information

Credit/Debit Card xxxx-xxxx-xxxx-0152 - Amount paid **\$532.11**

The following amount (tax inclusive) will appear on your credit card or debit card statement:

Air Canada: \$532.11 (Air Transp. Charges - per ticket)

Ticket number(s): 0142158309301

enRoute City Guide

Washington

GUEST FOLIO

Marriott Marquis Washington, DC • 901 Massachusetts Avenue NW, Washington DC 20001 • 202.824.9200 • Marriott.com/WASCO



6033 BROCKLEHURST/SUZANN 334.00 04/06/16 08:20 50130 36752

AD INFORMATION AND PRIV 04/04/16 14:17

ACCT# GROUP

Type 52 2 BLOOR STREET EAST

Arrive Time

TORONTO

ON [REDACTED]

MCXXXXXXXXXXXX [REDACTED]

RWD#:

Room Clerk

Address

Payment

DATE REFERENCE QUANTITY RATE TAX TOTAL

04/04 ASSN GRP 6033, 1 334.00

04/04 ROOM TAX 6033, 1 48.43

04/05 ASSN GRP 6033, 1 334.00

04/05 ROOM TAX 6033, 1 48.43

04/06 CCARD-MC

764.86

PAYMENT RECEIVED BY: MASTERCARD

XXXXXXXXXXXX [REDACTED]

.00

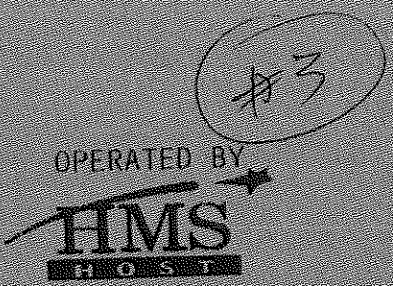
AS REQUESTED, A FINAL COPY OF YOUR BILL WILL BE EMAILED TO:
SUZANNE.BROCKLEHURST@IPC.ON.CA
SEE "INTERNET PRIVACY STATEMENT" ON MARRIOTT.COM

Cdn \$1,033.21

This statement is your only receipt. You have agreed to pay in cash or by approved personal check or to authorize us to charge your credit card for all amounts charged to you. The amount shown in the credits column opposite any credit card entry in the reference column above will be charged to the credit card number set forth above. The credit card company will bill in the usual manner. If for any reason the credit card company does not make payment on this account, you will owe us such amount. If you are direct billed, in the event payment is not made within 25 days after check-out, you will owe us interest from the check-out date on any unpaid amount at the rate of 1.5% per month (ANNUAL RATE 18%), or the maximum allowed by law, plus the reasonable cost of collection, including attorney fees.

Signature _____

To secure your next stay, go to marriott.com



STARBUCKS COFFEE F60
TORONTO PEARSON INT'L AIRPORT

314607 Katherin

CHK 6455 GST 1
APR04 '16 9:52AM

TO GO

1 SND BE GOUDA	4.50
Bacon, Egg & Gouda Sandwich	
1 COD MEDIUM G	2.29
SUBTOTAL 6.79	
6.79 HST 5% 217101	0.34
6.79 HST 8% 217101	0.54
AMOUNT PAID	7.67
DEBIT	7.67

--314607 Closed APR04 09:53AM--

WE WANT TO HEAR YOUR FEEDBACK!
NOUS VOULONS CONNAITRE
VOTRE OPINION!
TEL 1-877-672-7467
CUSTOMERSERVICE@HNSHOST.COM

HST # 137512901

9191-11 STARBUCKS NO. 40
TORONTO AIRPORT
2-3415 DIXIE RD. STE. 427
MISSISSAUGA ON L4Y 4B6
416-776-9760

Merchant ID: 16213240205
Term ID: 002 Ref #: 103

Sale

XXXXXXXXXX
DEBIT

Entry Method: Chip

Acct Type: Chequing

04/04/16 09:52:48
Inv #: 000107 Acct Code: 127004
Approved Batch#: 060020

Trace: 00121921
Retrieval Ref #: 00600019

Total: \$ 7.67

No signature required. Verified by PIN.
Your account will be debited with the
above amount.
Retain this card for statement
verification.

Application Label: Interac
AID: A000000271010
TUR: 00 00 00 00 00
TSI: TS 00

Customer Copy

PURCHASER SIGN HERE
 Cardholder acknowledges receipt of goods & services in the amount of \$5.28. Cardholder authorizes and agrees to perform the obligations set forth in this agreement's agreement with the issuer.

441403953180
 MARIOTT WASH DC
 ALIYAN, L.M., VA

PRINTED DATA ONLY - THIS IS LINE - DO NOT CROSS EXPIRATION DATE
 SUZANNE BROCKLEHURST
 04/06/16
 05/06/16

& & 407 & &
 ***** CREDIT CARD VOUCHER *****

 JW MARRIOTT WASHINGTON DC
 WASHINGTON, DC
 **** STARBUCKS ***
 4 APR '16 3:35 PM

Check: 6480
 Server: 43552 MEMBER
 Card Type: MASTERCARD
 Acct Num: *****
 Auth Code: 057572
 Customer: SUZANNE BROCKLEHURST

Amount: \$5.28

Coln \$ 7.15

GRATUITY \$ _____
 TOTAL \$ _____
 SIGNATURE _____

*No detailed Receipt
 please leave signed copy
 with your server*

*Lunch at Starbucks
 no liquor*

IMPORTANT: RETAIN THIS COPY FOR YOUR RECORDS

SALES SLIP	TAX	TOTAL
2.25	0.00	2.25

CUSTOMER COPY

EXPIRATION DATE: 05/06/16
 DATA CHECKED
 AUTHORIZATION NO. REFERENCE NO.

AEROPORT TAXI & LIMOUSINE SERVICE
 849 WESTPORT CRES
 MISSISSAUGA, ON L5T1E7
 905-624-2424
 www.aerorttaxi.com

SALE

MD: 5665635
 TID: 340 REF#: 00000003
 Batch #: 781
 04/06/16 2104.31
 APPR CODE: 03021Z
 MASTERCARD Chip

AMOUNT \$70.00

APPROVED

CAPITAL ONE
 AID: A0000000041010
 TVR: 00 00 00 80 00
 TSI: E8 00

THANK YOU
 PLEASE COME AGAIN

CUSTOMER COPY

RECEIPT

CAR NO.: -71- H.S.T. NO.:
 FROM:
 TO: Y12
 DATE: APRIL 4/16 AMOUNT \$65
 SIGNATURE: